

Quick Start Guide For Screen Readers in SAM

Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is a screen reader?

A screen reader is a software application that attempts to identify and interpret what is being displayed on the screen.

Quick Tips for JAWS Screen Readers

- JAWS starts reading from the top of SAM.gov
- The insert function key allows users to navigate to areas in SAM that otherwise would take multiple tabs to access. It does not, however, read buttons. You can use this tab to easily access a work in progress/draft record or start a work in progress record from the complete registrations page.
- The best and most accurate way to navigate through the registration process and ensure no information is missed is by using the Tab key to Skip Navigation and then arrowing down through the page.
- The tab key will allow you to access the navigation sections of SAM as well as links and form elements such as radio buttons, combo boxes, check boxes and buttons.
- Certain buttons are not rendered by JAWS unless the user searches for a graphical image. For example, the Add buttons on the General Information section is found with a search for graphical images, likewise the Add or Remove buttons for NAICS and PSC code selection.
- Please note that when JAWS is activated there is a second layer, the Virtual PC Cursor, that's on top of the screen. JAWS reads any window that is in use.

Jaws Compatibility Issue

There is a known compatibility issue between JAWS & SAM.GOV. Some users will be logged out if the JAWS "B" (for button) shortcut key is utilized.

Steps to Create an Account in SAM

1. Go to SAM by typing www.sam.gov in your Internet browser address bar. Make sure the web site you go to ends in .gov
2. From the SAM Homepage tab to and select the Create User Account button.
3. On the Create Account Page, tab to and select the Create an Account button to create an account to register your entity.
4. On the Personal Information page, enter the data for the mandatory fields and navigate to the Next button.
5. On the Account Information page, enter the username and password information.
6. After your account creation has completed you will need to log into the email account provided to activate the account.

Steps to Register in SAM

1. Go to www.sam.gov and log in by using the tab key until the screen reader identifies the username and password. Use the enter key to confirm log in once username and password have been typed into the text fields.
2. Once you are logged into SAM, there will be a Terms & Conditions page. In order to decline or accept the statement, use the tab key to navigate to the accept or decline buttons. Once you have tabbed to the correct button, select using the enter key. The Terms & Conditions page automatically appears every time you log into SAM.
3. After accepting the Terms & Conditions you may navigate the rest of the site by tabbing. To register a new entity in SAM, select the Register/Update Entity link and then select Register New Entity.
4. Although the tab key will take you to all hyperlinked areas of the site and form fields, it is recommended that users select "Skip Navigation" link and arrow down through each page, particularly in the Register or Update Entity process as several pages contain information not found by tabbing (e.g. information not associated with a form field).
5. There is a 30 minute inactivity timeout for logged in users. Page level, not just field level, activity is required within 30 minutes. No changes in the page (i.e. selecting previous button, save and continue button, using the navigation links to another page, etc.) will result in user needing to log back in to locate the partially completed registration (under Register/Update Entity link and selecting Incomplete Registrations).

Areas of Navigation in SAM.GOV

There are three navigational areas in SAM:

1. Top Navigations - The top navigation includes MY SAM, Search Records, Data Access, General Info, and Help. If you select My SAM in the top navigation, the system will open the left hand navigation.
2. Left Navigation - The left hand navigation may include the following, depending on your user type:
 - Manage My User Roles
 - Manage Entity Users
 - Register/Update Entity
 - Manage Federal Hierarchy
 - Manage Exclusions
 - Manage Data Access
 - Account Settings
 - Data Access
 - General
3. Right Navigation—The right hand navigation includes a content glossary customized to the specific page the user is on in SAM.

For help navigating SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>

